

FORENSIC SCIENCE UNIT SUPERVISOR

POSITION SUMMARY: This is a professional position that is primarily responsible for efficient and orderly operations within the Forensic Science Unit (FSU), including planning and organizing department work and activities and supervising employees within the FSU. This position is also responsible for technical work in areas such as crime scene forensic investigation, evidence and property management, training, budgeting, accreditation, and purchasing. Work involves the use of reasoned judgment and specialized knowledge and skills in activities of the FSU.

SUPERVISION RECEIVED: Work is performed under the supervision of Detective Lieutenant.

SUPERVISION EXERCISED: Supervision is exercised over subordinate department personnel.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Oversee the maintenance of the property and evidence inventory as required by CALEA standards; process and dispose of evidence and property in accordance with federal, state and local laws, regulations and guidelines.
2. Work cooperatively with supervisors to establish priorities, develop plans and goals of the FSU, coordinate activities, and implement projects.
3. Participate in and contribute to laboratory accreditation through the American Society of Crime Lab Directors (ASCLD).
4. Participate in the preparation and administration of the operational budget.
5. Work cooperatively with supervisors to lead FSU contracting and purchasing activities in accordance with established budgetary, departmental, and purchasing policies and procedures.
6. Set and review standards for FSU activities, including controlled substance testing and other areas of FSU specialty. Plan, organize, schedule, administer, and direct the daily operation of FSU and its personnel.
7. Review daily FSU work to determine completion and accuracy and to ensure proper procedures are followed and equipment is being used properly.
8. Provide timely training, coaching, and performance evaluations of subordinate employees with the goal of improving operational productivity and quality. Ensure appropriate training is obtained in a to maintain unit employee certifications and licenses.
9. Compile and analyze data, identify trends or patterns, conduct research, prepare and maintain charts, tables, and reports, and make presentations.
10. Research, recommend, and implement on new software programs and upgrades to existing programs and technologies. Complete cost/benefit analysis as appropriate. Train and instruct unit employees.

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11. Coordinate with other public safety, City departments, and outside agencies as appropriate.
12. Keep abreast of new developments in the field and current issues through continued education and professional growth.
13. Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A bachelor's degree in forensic science, public administration or related field and minimum of five years of responsible work experience in the forensic science field.
- B. Maintain controlled substance testing licenses.
- C. Knowledge of and experience in ASCLD accreditation process and its requirements.
- D. Demonstrates excellent knowledge, understanding and proficiency in all aspects of the essential job functions of the forensic science technician positions.
- E. Demonstrates skill in the use of office and forensic equipment and technology, including computers, software, photography equipment, video capture equipment, survey/mapping equipment, electronic field devices, and other equipment as required.
- F. Knowledge of training and supervisory techniques and City and Public Safety Department policies and procedures. Demonstrates skill in planning, organizing, scheduling, directing, and coordinating work activities.
- G. Has established effective and cooperative working relationships and uses tact, good judgment and resourcefulness when working with superiors, associates, subordinates, volunteer workers, other organizations, vendors and the public.
- H. Demonstrates ability to think strategically, learn about diverse City operations and processes, communicate effectively and maintain favorable department, City and public relationships.
- I. Possesses excellent organizational skills and an ability to approach problem solving in a logical and systematic manner. Skill in organizing schedules and coordinating associated resources.
- J. Ability to gather and analyze data for the purpose of preparing accurate and timely reports, memoranda, letters and responses to requests for information. Ability to communicate and present information effectively; both in verbal and written manner to varied audiences, including in a court setting.
- K. Demonstrates the ability to maintain confidentiality on police investigations and evidentiary matters.
- L. Ability to work effectively within deadlines and with changing work priorities.
- M. Ability to work any or all shifts and schedules as necessary to provide proper coverage

for all incidents.

- N. Possession of a valid, unrestricted Michigan motor vehicle operator's permit.
- O. This position is a non-sworn, civilian classification. Employees in this classification have no arrest powers.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to communicate with others and view and produce written documents. While performing the duties of this job, the employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. This position requires the employee to frequently work in the field; the employee must be able to traverse a variety of terrain, including stairs, ladders, and uneven ground. The employee must frequently lift and move items of considerable weight. Bending and stooping are also frequently required.

While performing the duties of this job, the employee regularly works both in the field and in a business office setting. The noise level in the work environment ranges from noisy in the field to quiet in the office. While working in the field, circumstances may occur that are very strenuous and may involve working with bio-hazardous and/or hazardous materials and require the donning of appropriate protective gear including respirators. The employee may be exposed to graphic scenes and uncontrollable environments and circumstances, which may include working in confined spaces, at various heights and in all types of weather conditions. The employee is required to drive in inclement weather.

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